

FILED 20 Feb 70
1070 Broughton

FY 72-76
Program
Cost

RECORDS ADMINISTRATION BRANCH

SUMMARY OF PROGRAM PROGRESS, TRENDS, AND PROBLEMS.

1. PROGRESS TOWARD OBJECTIVES AND GENERAL THRUST OF ACTIVITIES.

a. Records management support and guidance are furnished to all components of the Agency by the Records Administration Branch of the Support Services Staff in the program elements of file systems, equipment, and records disposition. Operational support is provided for the design and production of forms and the storage and service of Agency records. The Branch continues to serve as the liaison with National Archives for records disposition authorizations and on Federal policies for the management of Government records. The Agency Program encompasses the complete life-cycle of all documentation and specifies requirements for the six major elements of records management: Forms, Correspondence, Reports, Systems and Equipment, Vital Records, and Records Disposition. Studies by the Records Branch this past year found that the scope of the Agency records program continues to expand as do its problems. The volume of records in the Agency Offices decreased 8% last year as compared with 2% the previous year. Last year an Agencywide records purge disposed of more inactive files from the Records Center than in

any previous year. The net volume at our Records Center was decreased by 3% but the need for additional records storage capacity remains critical. A year end status report on the major elements of the Records Program is as follows:

(1) Forms Management Program: Branch efforts, one full-time officer, have been devoted primarily to supporting component requirements for new forms designs. Last year the staff designed 430 new and revised Agency forms. The automated system to provide forms management information on some 2,800 forms used by the Agency was converted from punched cards to the computer early last year. Assistance was given to the Office of Logistics to improve control of their stock management and issuance of forms. The forms program has produced 29 optical character recognition forms in support of components designing computer systems. Attempts to involve components in producing and controlling their own forms design and developing integrated forms systems were not successful because most components do not have full time professional Records Management Officers.

(2) Correspondence and Reports Management Programs: Personnel planned for detail to these programs on a part-time basis were fully occupied with other day to day operations and priority assignments. Our requests for

additional personnel for these programs were disallowed in the past three years. The Agency correspondence manual is out of date and should be revised. Interface between the personnel now developing computer reporting systems and the Records Branch toward the creation of an overall Agency reports management system is yet to be established.

(3) Records Maintenance Programs: Several systems and records surveys were completed last year and the first two major equipment installations of motorized shelving in the Federal Government resulted. The storage capacity was increased 60% in RID while some 4,000 square feet of floor space in the NPIC file room was released to their computer facility. A shelving installation devised for Office of Finance released some \$21,000 worth of safes to Logistics for re-issue.

(4) Records Disposition: Over 200 items in component Records Disposal Schedules were revised to shorten the storage period for temporary files and tighter Retention Plans were developed for permanent Archival Records in DDP, DDS&T, and DDI. An Agencywide purge of records under the direction of the recently created Records Management Board resulted in the disposal of some 20,000 cubic feet of records from our Records Center for a net reduction of 4,000 cubic feet.

This past year was the first time in Agency history that more records were destroyed than were received in our Records Center. In offices throughout the Agency upwards of 50,000 cubic feet of old files were destroyed.

b. As reported last year, our Records Center will be beyond its capacity by December 1970. Our search for alternatives, short of new construction, to augment our records storage capacity resulted in several major studies. We require an additional 40,000 cubic feet of storage space to handle IMMEDIATE needs and allow for growth through 1975. We examined the following possibilities: 1. Use of Federal Records Centers for permanent storage of Agency documents; 2. Obtaining space in Metropolitan Washington from GSA; 3. Conversion of Agency space at [REDACTED] for records storage; and 4. Motorized shelving in the Records Center in conjunction with conversion of other space at [REDACTED]. Alternative number four has been recommended as the most acceptable short term temporary expedient and our request for \$575,000 in FY 70 year end funds to proceed with this solution is now pending Executive Director approval.

c. The Records Management Board continued to study the Agency's records problems. This Board meets regularly and has established itself as a useful mechanism for coordination and review of Agencywide records problems.

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d. Vital Records Program: The entire Vital Records Program was studied towards developing a tighter and more economical system. Thirteen components updated their Vital Records Schedules. Some 1,050 cubic feet of Vital Records were deposited while 1,000 cubic feet of old material was removed.

2. OBJECTIVES FY 1972-76: Our objectives for FY 72 through FY 76 remain basically as stated last year. Two subjects that were mentioned only briefly in last years submission are reaching a point where they will require significantly more attention and resources throughout the Agency. The trends and problems of microform systems and the need for an Agency Archives program are discussed in section three below. The objectives for the Records Administration Branch on these two items are:

a. To provide Central Staff support and guidance in determining the role microform applications should have in the management of Agency records programs, to monitor component activities in the microform field with the purpose of insuring maximum compatibility between and among the various components where compatibility may be a significant factor; and to develop recommendations about how the Agency should proceed

to determine whether there is in fact a potential problem in managing proliferative microform systems and what arrangement steps should be taken to gain a desirable level of control over them.

b. To assist in the establishment of an Agency Archives function separate from the Records Administration Branch. There is a proposal pending Executive Director-Comptroller approval on the establishment of an Archives Program under the Chief, Historical Staff and a request that the Agency reprogram its resources over the shortest possible period to provide the needed staffing complement (seven professional Archivists and three clericals) to support an Archives Program.

3. PROBLEMS AND TRENDS:

a. Our immediate need for a 40,000 cubic foot increase in our records storage capacity is our most pressing problem. Simply stated, by December 1970 the Records Center will be full and we will be unable to accept more records storage. This situation was anticipated in 1957 when the Records Center addition was built. We have regularly requested and been denied funds to augment our storage facilities. In the meantime we have utilized temporary measures to cope with the storage problem until acceptable long

range solutions can be found. In the event our current proposal to use FY 70 year end funds to provide additional storage capacity is not approved, we will face a crisis by the Spring of 1971, but the problem of records storage will persist throughout this entire planning period in any case. The temporary records storage arrangements established with GSA will terminate in December 1970. Some 15,000 to 20,000 cu. ft. of supplemental distribution documents must be moved from [REDACTED] to an Agency storage facility. Any one of the several alternatives proposed will only be a temporary solution. Additional records storage facilities will be required by 1976. In fact, rapidly developing new Projects in DDS&T will probably accelerate the flow of records into our storage facility and advance our need for additional space. We believe it reasonable to expect certain DDS&T Projects to produce even more than the several thousand boxes of material NPIC transferred to our records storage facility a few years after the Center was constructed, creating a requirement for space which had not been foreseen at the time the Records Center was built. In addition, increasing pressure on office space inevitably results in the movement of records out of offices and into the Records Center.

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b. Increased records storage facilities are but one aspect of the overall records management problem. We hope to provide long-range solutions to our records storage needs by reducing the flow of records to our storage facility through improved management of records creation as well as reducing the volume by use of new microform systems now being developed. However, significant reductions of records storage requirements through these programs will require time, funds for microform equipment, and most important of all a willingness to commit more manpower specifically to records problems in each Agency Component in spite of the current and continuing overall reduction in Agency personnel. Last year we asked for personnel increases in the Records Administration Branch of two positions in FY 1971 which were subsequently disapproved because of externally imposed agency wide personnel reductions. We had also planned for one additional position in each of the three succeeding years of the planning period. These requirements and justifications therefore are still valid and we are again requesting that the personnel augmentation commence in FY 1972 by adding three positions and one position each in FY 1973 and FY 1974, for a total increase of five positions over the first three years of this planning period.

c. The current records storage crisis has attracted the attention and interest of top management to our overall records management program, but we have so far failed to obtain the needed commitment of manpower to these programs. Far too many components are without full-time professional records officers. The majority of Agency operating components have untrained, inexperienced junior officers working only part-time on their records problems. Given the manpower cuts now underway in FY 70 and 71, we must realistically predict that the agency records program will be even less effectively staffed during this planning period than it has been in the past. Experience has demonstrated that the Records Management Officer position is among the first to be terminated during periods of manpower retrenchment and we expect this will happen again in the current reduction drive. Should this situation prevail it forbodes serious space, equipment, and administrative problems for the future.

d. Another area that holds both promise and problems for the Agency is the microfilming of records. In instances where microforms are adopted as integral parts of operating system improvement there are likely to be significant savings in records storage space. Consultants in the technology, however, discourage the adoption of microform systems if the primary or only objective is to save space. An inventory completed last year found some

58 separate microform systems in the Agency with some 660 pieces of equipment that cost about seven million dollars. There is every indication that new microfilming systems will exceed the early efforts and the major problems will be control and compatibility among various systems. The state of the microfilming art is now about where computers were ten years ago, when each component was eager to develop its own system independently and could not anticipate any interaction with other data systems. Greater equipment interface between computers and microfilm systems is predicted by many manufacturers. Yet, offices are diligently devising new records systems to meet local requirements. They defend their actions because they see no system overlap today. There are no more film specialists today than there were ADP experts in the Agency in the early days of computers. Further, the vested interest of each component militates against a simple unbiased study group or microfilm committee. The Agency will be obliged to determine whether or not our unique requirements will permit a central control over our microform systems or whether the value of such control off-sets the limitations it imposes upon operating prerogatives. The Agency will need to determine whether proliferating microform systems is good or if it portends to future problems in system management and, if the latter, what should be done about it. It may be desirable to engage an outside consultant to help define and cope with these problems.

e. A new trend can be seen in the new types of records storage and retrieval equipment being offered. The Agency's active information is stored in the Offices; the inactive reference items are in the Records Center; and the legal and historical records will be in the Archives. New equipment and facilities will be required to support all three of these activities and it will be expensive. The storage and retrieval systems perhaps can be mechanized or automated but it will require planning, coordination, compatibility, and management. We see the need for more mechanized shelving to increase storage density per foot of floor space whether it is storing paper, magnetic tapes, or microfilm. Such mechanized equipment costs about \$5 per cubic foot of capacity. We see increased use of microfilm and its transmission from storage to user via communication lines and computers. Even more technically promising is the mass memory storage device which uses a laser beam and electronics to move information in and out of storage. This can store the content of 10,000 magnetic tapes and service three computers of the IBM 360/65 size range simultaneously. We anticipate that this type of equipment may be used as an auxiliary to our Records Center and Archives before the end of this Planning Period. We are not aware of any requirements for this type of system which may have been generated yet, but we expect there

will be some during this planning period. Additionally, there may be some question about Agency wide systems of this magnitude being programmed and funded through the Support Services Staff/DDS.

f. The Agency is becoming more interested in its history than it has been in the past. Last year's participation and contributions to the President Johnson Library were ten times greater than for the President Kennedy Library. We expect even more for the President Nixon Library. It is felt the interests of the Agency would be best served if our story was properly documented in the Presidential Libraries. Similarly, component historians and the Historical Staff received extensive support last year. These developments have a direct bearing on the Agency records system and preservation of valuable documents. More serious consideration is being given to Retention Plans which establish "Office of Record" and schedule the preservation of legal and historical records. Also, attention is being focused on the need for an Agency Archives. In 1959 the Director ordered all OSS records removed from the National Archives to our own Records Center for safe keeping. Recent inquiries about OSS files [REDACTED] have renewed interest in the Agency's Archives. This trend is bound to expand during this planning period and will require establishing a new Archival function, facility, and Staff.

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ARCHIVES AND RECORDS CENTER

17 February 1970

MEMORANDUM FOR: [REDACTED] Personnel Officer

SUBJECT : Summer Employees

1. The Archives and Records Center has a requirement for three (3) "summer-only" employees during the 1970 summer employment season.

2. The duties of these employees will be basically clerical; however, all three of them will be required to move boxes and large packages and to load and unload trucks. Therefore, we recommend that all of these summer employees be male.

[REDACTED]
Chief

Distribution:

Orig. & 1 - Addressee
cc - [REDACTED] C/RAB ✓
cc - A&RC/Summer Employment File

DDS/SSS/RAB/A&RC: [REDACTED] MLH(17 Feb. 1969)

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GROUP 1
Excluded from automatic
downgrading and
declassification

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1970 Budget

25 February 1970

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : "Year-End" Purchases

1. If "Year-End" funds are available, it is requested that the items described below be purchased for the Archives and Records Center. Since all of these items would benefit the operation of the Agency's record storage and retrieval facility, it is difficult to rank them in order of importance. The most pressing need for daily operations is the vehicle, but on the other hand the reproduction equipment is essential to the preservation of the Agency's permanent records. The servicing of temporary files on microfilm is a problem but not as serious.

A. Station Wagon - \$3,200

One of the continuing problems encountered by the A&RC is obtaining transportation for official travel. This problem will become more acute when the move out of the [REDACTED] begins, and an escort car will be needed daily. [REDACTED] has a Motor Pool, and vehicles have been added to this Motor Pool in the past with the justifications based on the Archives and Records Center needs. At present, however, our requirements for a vehicle are satisfied only after all other [REDACTED] requirements are taken care of, even if our requirement is made known before the others. The background on the vehicle problem was accumulated by the Records Center in one detailed study and submitted to us in December 1968. We discussed this with [REDACTED] in early 1969, and conditions improved until the [REDACTED] requirements again exceeded the car supply.

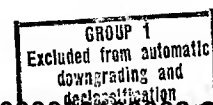
25X1A
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25X1A

B. Diazo Microduplicator - \$12,500

This machine is needed to reproduce permanent records that are on microfilm. At the present time, when reference is requested from a document that is part of a microfilm file stored at the Records Center, the entire reel must be sent to Headquarters. Several reels of permanent records have not been returned and are lost to the file. With the microduplicator the Archives and Records Center can reproduce the film requested and retain the original film. This is normal practice elsewhere. At the present time there are 20 requests serviced each month for these reels, and the rate of these requests is increasing.

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C. Xerox Microprinter

The Archives and Records Center has a Xerox 914 to reproduce documents from those stored when retrieval requests from Headquarters components so require and to support historians doing research in the A&RC building and in need of temporary work documents. Included in the Archives and Records Center are reels of microfilm, and at present the only way to obtain usable hard copy or film reproductions is to send an entire reel to Headquarters. Some reels have not been returned and others were damaged. With the microprinter the A&RC could reproduce the needed hard copy document from the reels and return the reels to the files. (The Diazo Microduplicator above produces duplicate microfilm.) The contract cost of the Xerox microprinter is \$160 per month or \$1,920 per year. The current Xerox copier is under Rental Plan "A" which calls for a minimum charge of \$74 per month. We have anticipated a growing copy demand and have planned for an eventual change to Rental Plan "C" which will have greater capacity with a minimum charge of \$120 a month. However, if we can convert to the microprinter contract the modified equipment will provide for both greater capacity and microfilm copying ability at an increase of \$40 over Plan "C".

D. Archives Boxes - \$700

This item is in the FY 71 budget; however, if FY 70 "Year-End" funds are available, these 1,000 boxes can be purchased ahead of the actual but inevitable need.

2. Funds being requested by Headquarters to provide for additional storage space for records is a separate consideration; therefore, no funds are requested here for shelving or other items related to that problem.



Chief

Records Administration Branch

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*Budget
Year End Funds*

15 January 1971

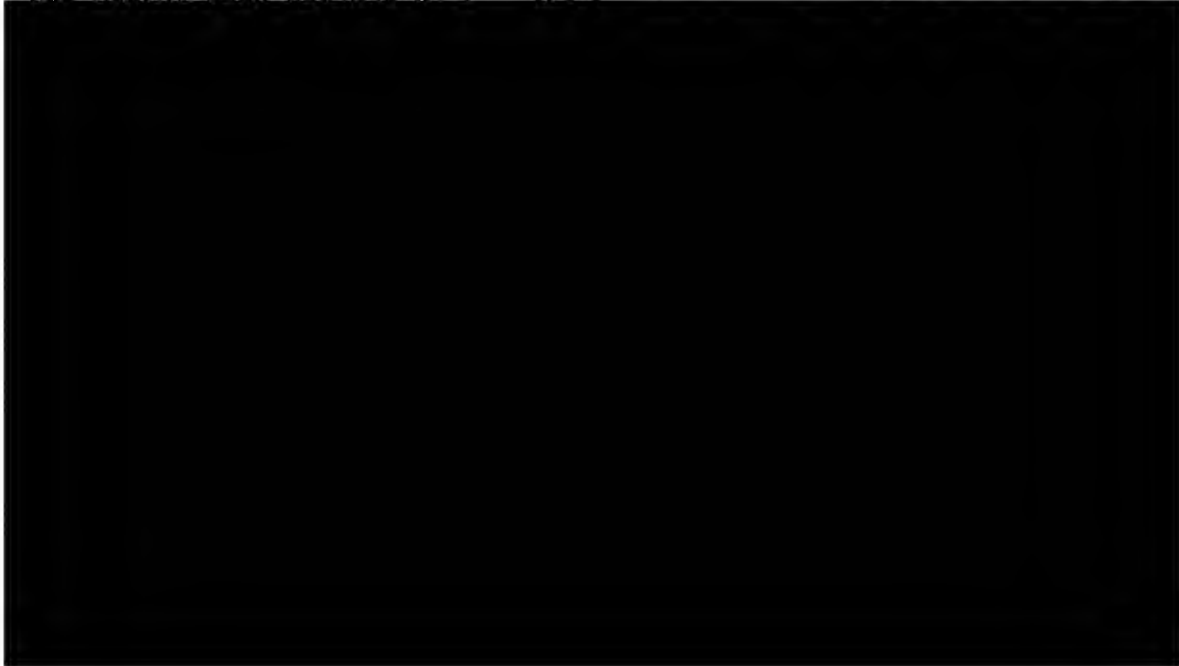
MEMORANDUM FOR: Deputy Director Support

SUBJECT : Archives Survey with Year-End Funds

1. This memo proposes an A&E Study in paragraph 6.

2. The Executive Director has acknowledged the need for an Agency Archives and has requested development of a regulation and plan for such a new function. These are in process but will require a few more months of coordination and development. At present, even without an official program, the Agency has identified some 16,000 boxes of records believed to be of Archival quality according to National Archives specifications. Another 30,000 boxes of files to be reviewed are believed to contain about one-third Archival documents.

3. At present all this Archival material is stored with temporary records at [REDACTED]. Eventually these permanent documents must be stored in facilities more suited to their special storage and use requirements. Last year our search for new space to relieve the overcrowded Records Section [REDACTED]



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5. The Agency must eventually do something about that building and about housing its Archives. The recommended feasibility study would establish with certainty the compatibility and costs for renovating the building at some future date and could put plans on the shelf for inevitable developments.

6. It is recommended that you approve the concept to study the feasibility of renovating [REDACTED] and commit 1971 year-end funds for the [REDACTED] to make the study. (This may be either \$10,000 for an A&E feasibility evaluation and cost estimates with variable trade offs or \$35,000 for an engineering study with renovation plans and specifications for future use.) The Director of Logistics and his Real Estate and Construction Division should be instructed to proceed with the arrangements and have [REDACTED] engineers make the survey.

[REDACTED]
Chief, Support Services Staff

DDS/SSS/RAB/[REDACTED] dd (18 Jan. 71)

Distribution

Orig & 1 - Addressee
1 - SSS Chrono
1 - SSS Subject
1 - RAB Chrono
1 - RAB Subject ✓
1 - Records Center

20 October 1970

MEMORANDUM FOR: Administration Officer, SSS

SUBJECT : Requisition for OCR Selectric Typewriter

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1. As we discussed last month I was compelled to put aside the details on the requisition for an OCR Selectric Typewriter for my staff until I finished some priority work for Messrs [REDACTED] and [REDACTED]. With them away I have returned to our Office Administrative requirements!

a. Our research indicates that the Agency's Optical Scanning Device can recognize and process the IBM Selectric 10 point OCR type style numbers IBM 056 and IBM 065 and IBM 108. Therefore, I will appreciate it if you will include those two interchangeable "golf ball" type elements in my requisition.

b. I have reviewed the several type fonts available for these ten point machines that are necessary for Optical Character Recognition and I find two fonts that are especially recommended for correspondence and general reproduction. Since the required OCR ten point machine is not compatible with the SSS 12 point machines I feel we need not concern ourselves with the SSS Elite typefonts. Consequently, I will appreciate if you will request that the two fonts to come with the machine purchased include Selectronic "golf ball" elements in these two 10 pitch type fonts:

Courier 72 Code 015
Delegate Code 070

c. Because of the large-size forms we anticipate processing on this machine I feel the maximum size platen should be obtained to accomodate 15 and a half inch paper.

2. Your assistance is requested. Please call me if you have any problems with these requirements.

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[REDACTED]
Chief

Records Administration Branch

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IBM Selectric Specification
10 pitch
Typewriter with Carbon ribbon (IBM 715)
Typing elements: Delegate 70 and IBM
OCR fonts #108.
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PROGRAM CALL
FY 1972 - 1976

RECORDS ADMINISTRATION PROGRAM

PART I: Summary of Fund and Position Requirements:

- A. See Summary on the attached Form # 2584g.
- B. See Details for each Object Class on attached Form # 631.

PART II: Summary of Program Progress, Trends, and Problems:

A. Progress Toward Objectives.

The basic objective of the Agency Records Program is to improve the efficiency and economy of records operations in every office. Progress to this end continues as detailed on pages 25 to 30 of our Program Call for FY 1971 - 75. Accomplishments were realized by this Central Staff through the Senior Records Management Officer in each Directorate and the Records Officer or records custodian in each component. Considerable progress was made during the past year as follows, but the Agency's Records personnel continue to be scarce and disheartened:

1. The major achievement and primary thrust last year related to the campaign to augment our records storage capacity. Some 20,000 cubic feet of old records were removed from the Records Center, increasing its capacity-life 2 to 3 years. Another 50,000 cu. ft. were removed from office files and it is estimated this gained space in 3,125 safes valued at \$1,828,000 and some \$25,000

worth of shelving. This was a graphic example of the Program's ability to save Agency funds and space.

2. A Records Management Board of Senior Records Officers was established to study the Agency's records problems and recommend solutions. This Board meets regularly and has established itself as an essential mechanism for coordination and review of Agencywide records problems.

3. The increased concern of Top Management in the records storage problem stimulated component attention to records systems and resulted in several equipment installations, new microfilm systems, and hundreds of revised records disposal schedules--all of which contributed to the reduction of records in the Agency.

4. Several components are without^a professional responsible for their records programs. Many others have an inexperienced, untrained, junior officer assigned to cope with their records on a part-time basis. Nonetheless, there has been some improvement in the general assignment of component Records Officers and Senior Directorate Records Management Officers. The Central Staff has conducted conferences for these Officers each Spring and Fall to train and guide them in records systems and the new technology. The DDS addressed them at a Spring Conference on Historical Documents and last Fall at the conference on Microfilm Systems.

5. Finally, the total Records Management Program required by

Public Law is established in the Agency by HR [REDACTED] and covers STATINTL the complete life-cycle of our records (Creation, Use, and Disposition). The Central Records Staff provides support and guidance to each component on the six major elements of the Program (Forms, Correspondence, Reports, Systems and Equipment, Vital Records, and Disposition).

- (a) Our Forms Management concentrates on design improvement and printing economies. Each year assistance is provided on some 2,800 forms for which fifty million copies are printed at a cost of a quarter million dollars. Assistance was given Logistics to improve control in the Warehouse storage and issuance of forms. ^(b) Little or no Staff action is possible for the elements of Correspondence and Reports Management because of the lack of manpower. ^(c) Several Surveys for new equipment and records systems were completed last year, but available manpower was pre-empted for the records purge. ^(d) Hundreds of disposal schedules were revised and Retention Plans were developed for the valuable permanent documents in three Directorates. This past year was the first time in Agency history that more records were destroyed than were created. ^(e) A complete re-evaluation was made of the Agency Emergency Planning and the related Vital Records Program. This now awaits the decision of the Executive Director. The limited resources available on the Staff have been used in holding actions and a bare minimum to reach the Program objectives.

B. Trends and Problems.

We find the Agency records systems are faced with several trends, each with related problems:

1. There has developed among Top Managers an increased, active interest in records problems. This concern was generated by ~~mm~~ several studies in search of additional records storage capacity. The disposal efforts to reduce the volume of records on hand naturally focused on the need to control Records Creation. This in turn raised the question of an increased centralized control over records systems as opposed to the decentralized, component autonomy in records matters that has been practiced since 1961. Likewise there is a growing interest in the creation of uncontrolled records with the many copy machines on hand and continuing to be purchased.

2. Another area that has both trends and problems for the Agency is the microfilming of records. This has systems benefits as well as space saving advantages. An inventory completed last year found some 58 separate microform systems in the Agency with some 650 pieces of equipment that cost about seven million dollars. There is every indication that new microfilming systems will exceed the early efforts many fold and the major problems will be control and compatibility among various systems. Microfilming is where computers were ten years ago, when each component was eager to develop its own system independently and could not anticipate any interaction with any other data systems. Greater equipment interface by computers and microfilm systems is predicted by many ^{MANUFACTURERS} laboratories. Yet, offices are diligently devising new records systems to meet local requirements.

They defend their actions because there is no system overlap today. There are no more film specialists today than there were ADP experts in the Agency in the early days of computers. Further, the vested interest of each component precludes a simple unbiased study group or microfilm committee. It seems logical that the Agency will be obliged to turn to an outside consultant to determine whether or not our unique requirements ^{WILL NOT PERMIT} ~~preclude~~ a central control over our microform systems or whether ^{THE} ~~its~~ value ^{OF SUCH CONTROL} outweighs its infringement upon ~~operating~~ prerogatives.

3. The Agency has turned 21 and is inclined to ^{BE MORE INTERESTED IN} ~~look at~~ its history ^{WAS} ~~with greater pride and regard~~ than it ~~did~~ in its exuberant youth. Last year's participation and contributions to the President Johnson Library was ten times greater than for the President Kennedy Library. We expect even more for the President Nixon Library. The Director's inquiry at the White House/^{last year} convinced him the interests of the Agency would be best served if our story was properly documented. Similarly, component historians as well as an Agency appointed Historian and Staff received extensive support and impetus last year. These developments have a direct ~~and extensive~~ bearing on the Agency records system and preservation of valuable documents. More serious consideration is being given to Retention Plans which establish "Offices of Record" and schedule the preservation of legal and historical records. Also, attention is being focus^{ed} on the need for an Agency Archives. In 1959 the Director ordered all CIA records removed from the National

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Archives to our own Records Center for safe keeping. Recent inquiry^{IES} about
OSS files [REDACTED] as well as our own historians^{HAVE} renewed
the Director's interest in the Agency's Archives. This trend is
bound to expand during this next Planning Period and will require
establishing a new Archival function, facility, and Staff.

4. A new trend can be seen in the new types of records storage
and retrieval equipment being offered. When^N the Agency's active
information is stored in the Offices, ~~in~~ the inactive reference
items in a Records Center, and the legal and historical records are
in an Archives ~~new~~ new equipment and facilities will be required
and they will be expensive. It can be mechanized or automated but
it will require planning, coordination, compatibility, and management.
We see the need for more mechanized shelving to increase^{STORAGE} density per
foot of floor space whether it is storing paper, magnetic tapes, or
microfilm. Such mechanized equipment costs about \$5 per cubic foot
of capacity, and today the Agency has about 350,000 cu. ft. of material.
We see increased use of microfilm and its transmission from storage
to user via phone lines and computers. Even more technically promising
and equally sophisticated and expensive is the mass memory storage
device which was developed by Precision^S Instruments Company and uses
a laser beam to move information in and out of the device. This can
store 25,000 magnetic tapes and service three computers^{SIMULTANEOUSLY} at once.
This staff researched the availability of this machine and prompted
a presentation on it to the Agency Systems Officers^{BY O/PPB} last year. We are
^{OPTIMISTIC} as hopeful as the National Archives that this million-dollar machine

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will be one of our auxillary Records Centers and Archives before the end of this Planning Period.

5. The Agency problem of records storage will persist throughout this entire planning period. The temporary records storage arrangements established with GSA are scheduled to terminate in December 1970. ^{STATINTL} Some 15,000 to 20,000 cu. ft. of documents must be moved from [REDACTED] to an Agency storage facility. Whichever of several alternatives is selected by Agency Management, ~~THIS YEAR~~ it will be a temporary solution. Additional records storage facilities will be required by 1976. In fact, the rapid development of new Projects will probably accelerate the flow of records into our storage center and advance the need by 2 or 3 years. The source of this huge volume of new records will be from the several-hundred-million dollar new "Real Time, Reconnaissance Project" (for which not one nickle is budgeted to store its records output). We expect that Project to produce even more than the several thousand boxes of films NPIC/dumped into our records storage facility, ten years after it was constructed. We also expect to receive increasing amounts of records from the DDS&T components which are continuing their organizational expansion and technological production.

6. Such trends of increasing demand for Records Management will clash with the expected cut in records personnel. Experience in several components has demonstrated that the Records Management Officer position is among the first to be terminated during periods

of retrenchment. The Records Program objective is to save Agency funds, space, and personnel. Today the Agency needs more records management not less. [REDACTED] More than two years are required to provide adequate training and experience for a Records Officer to become effective. Unfortunately, the Agency is not providing the Records Program with any opportunity to develop new replacements for those Records Officers who have established the Records Program these past ten to fifteen years and who will retire in the next five to ten years. The network of Records Officers exists across the Agency but there is no control to ensure a comparable workload and reward. The special duties and responsibilities of many of these records administrators are as valuable and difficult as those of many Finance, Security, and Personnel Officers. But, the ceiling-short components have rejected such administrative officers as regularly as they have the Records Officers. That condition will continue for years to come we are certain, but, during this Planning Period the Agency must face up to its need ^{FOR} good Records Managers and ^{TO} provide a formal, centralized, personnel system for their comparable assignments, development, evaluation, and promotions.

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DD/S 70-0471

4 FEB 1970

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Control Figures for 1970 Congressional Budget
and 1972-1976 Program Submission

1. Your 1970 Congressional Budget and your 1972-1976 Program submission will reflect the following totals:



	<u>1969</u>	<u>1970</u>	<u>1971</u>
Staff positions			
Average employment			
\$ in thousands	\$978	\$1,388	\$1,321

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2. These reflect the following changes from the 1971 BOB Budget:

<u>1970:</u>	Decrease of 2 A.E. in view of position reductions	-\$28 thous
	Increase in retirement contribution	+ 2
		<u>-\$26 thous</u>

<u>1971:</u>	Decrease of 10.2 A.E. in view of position reductions	-\$143 thous
	Increase in retirement contribution	+ 4
	Required absorption of retirement cost increase	- 4
		<u>-\$143 thous</u>

3. O/PPB is expected to issue a call for the Congressional Budget material with a due date of 16 February.  of my Staff, together with Messrs.  of the SIPS Task Force will be working directly with the Office of Computer Services and your budget officer to develop the computer listings which will satisfy most of the Congressional requirement. These listings will also form the basis for your 1972-1976 Program projections which are due in O-DD/S Plans Staff by 20 February 1970 to meet the current requirement for the Program submission by 2 March 1970.

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SECRET

OUTLINE OF PROGRAM CALL
FY 1972-76

STATINTL

PART I: Summary of Fund and Position Requirements: Action= [REDACTED]

PART II: Summary of Program Progress, Trends, and Problems.

Summary Statement on overall program objectives (where they have changed from last year's program submission), general thrust of activities, progress towards objectives, and report on discernible trends and changes in program plans for the future.

PART III: Discussion of Program Change

ACTION: Explicitly revalidate program plans already in PPB by indicating information is still valid, or revised plans where changes occur or follow.

- A. New Programs and Activities (see p.4,5 & 6)
- B. Programs Requiring More Resources (see p.7 & 8)
- C. Programs Requiring Fewer Resources (see p. 9)